

USEPA/OECA/OC
State and Tribal Assistance Grant (STAG) 2000-2001
Maryland: Consolidated Park Heights Performance Partnership Grant
Quarter 4, 2002 report
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Quarterly Report
EPA Enforcement and Compliance Assistance Grant

Initial Report on the study design for the

As of 10/01/2002

Reporting Period: Year: Federal Fiscal Year 2002
July – September (due last working day Oct)

I. Information

State and Department: Maryland Department of the Environment

Title of Project: Consolidated Park Heights Performance Partnership Grant

Grant Contact Person: Bernard Penner, Coordinator, MDE Office of Enforcement & Compliance, 410-537-4405

Funds Received by State (date and amount): \$0

EPA Regional Project Officer: Garth Conner

Author of Report: Gerald Gietka, MDE, 4109-537-3500

Any references to tasks will be identified as referenced in the Grant chart included as **Attachment A** by task number, subtask and line number (for example task 1 (task number) a (subtask) and line number (1).) Specific methodologies and implementation strategies were required and developed for each of the identified objectives.

II. Status of Project Milestones

(Expand table as appropriate)

Project Milestones, Tasks and Subtasks	Anticipated Completion Date	Completion Date	Note
<u>Phase 1, Preparation</u>	<u>07/01/2002</u>	<u>07/19/2002</u>	
Phase 1, Preparation: Task 1a: define and assign			
Task 1a1. Define goals and objectives.	10/09/2001	10/09/2001	See attachment B, Goals and Objectives
Task 1a2: secure grants	01/01/2002	01/01/2002	See attachment C, Consolidated Park Heights Performance Partnership Grant
Task 1a3: Assign resources, identify workgroup.	01/15/2001	01/15/2002	See attachment D, workgroup members
Task 1a4: create draft task list and timeline	02/19/2002	02/19/2002	presented to and agreed upon by the workgroup
Task 1a5: Define population	02/19/2002	03/06/2002	See attachment E for

sample and facility			definitions
(added: create methodology for determining applicability for inclusion)	02/19/2002	03/06/2002	See attachment F for methodology for determining applicability for inclusion
Task 1a6: Define improvement in compliance	05/14/2002	05/14/2002	See attachment G for the definition of “improvement in compliance” and an identification of additional definition requirements.
(added: create methodology for determining compliance rate)	05/14/2002	05/14/2002	See attachment H for methodology of determination of and measurement of the compliance rate and attachment I Questions used for Compliance Rate Determination.
Task 1a7: Determine degree of confidence required for statistical analysis.	04/23/2002	It was determined that this will be dictated by the population size, sample size and resources for inspecting the sample. The number of facilities identified by the community association, the number of facilities to be included in the sample determined by the EPA inspections and whatever number of inspections we were able to perform with the resources dedicated during the inspection phase would dictate the degree of confidence. We would accept whatever the calculation played out to be.	
Phase 1, Preparation: Task 1b: Identify facilities & Design materials			
Task 1 b1: Design and approve ABMR facility ID form	03/05/2002	03/05/2002	See attachment E, includes form.
Task 1 b2: Secure GIS equipment and train community on GIS	02/20/2002	02/20/2002	HW program
Task 1 b3: Train Community Assoc on ID facility	05/21/2002	05/21/2002	
Task 1 b3: Canvass neighborhood, Identify, Geocode & Count facilities	05/20/2003	07/03/2002	final listing of facilities delivered to MDE
Task 1 b4: Review progress to date	05/21/2002	07/03/2002	everything necessary for the inspections to

			begin accomplished
Phase 1, Preparation: Task 1c: Design baseline inspection and compliance assistance materials			
Task 1 c1: Design & produce workbook and self disclosure form	06/26/2002	Under development, second reader drafts have been produced as of 7/19/2002. At this date, there is considerable disagreement over what should be included in the workbook as well as the form and format and content of the self disclosure (now certification) form. Still in draft form, not finalized	
Task 1 c2: Produce first reader draft checklist for baseline inspections	02/19/2002	03/01/2002	
Task 1 c3: Produce second reader draft checklist	03/05/2002	05/08/2002	
Task 1 c4: Approve, produce final draft checklist	04/16/2002	07/10/2002	
Task 1 c5: Assure data management and analysis feasibility	04/23/2002	The decision was made not to decide whether to bring in the third party for statistical analysis until at least after the first round of inspections was performed. The final answer to this question is yet to be determined. As of July 18, several preliminary contacts had been made to establish a memorandum of understanding to secure the services of this third party contractor for this purpose. The contacts to date are: the University of Baltimore, Schaeffer Center for Public Policy; and the Joint Centers for Justice Studies, Affiliated with the University of W. VA. Due date for completed analysis is planned for 11/25/2003, see Final Report task 3b below.	
Phase 1, Preparation: Task 1 1d: Baseline inspections			
Task 1 d1: Determine number of inspected facilities meeting secondary required to meet degree of confidence requirement	04/24/2002	07/03/2002	Given relatively low number of facilities and amount of resources available, a decision was reached to simply conduct as many inspections as possible in the allowed time frame and determine confidence coefficients based on

			actual inspection and population numbers.
Task 1 d2: Select Random Sample	04/25/2002	07/03/2002	See attachment K, random selection methodology
Task 1 d3: Train Personnel	04/24/2002	05/31/2002	Used 2 nd reader draft inspection checklist. Comments from this training used in final checklist
Task 1 d4: Perform baseline inspections	07/01/2002	07/18/2002	
Task 1 d5: Review progress to date	07/02/2002	07/19/2002	Phase 1 completion date 07/19/2002
<u>Phase 2: Compliance Assistance</u>	Status: scheduled to begin 7/2/2002 currently behind schedule until the workbook and self-certification are finalized. The decision has already been made that the compliance assistance phase will still end as of the scheduled date and will last whatever time frame is allowed upon completion of the materials.		
Task 2a: Distribute workbook and disclosure	06/30/2003	On schedule	See note task 1 c1 above.
Task 2b: Publicize workshops, training, forums	06/30/2003	On schedule	
Task 2c: Provide escorts and assist compliance assistance providers	06/30/2003	On schedule	
Task 2d: Provide workshops, training, forums	06/30/2003	On schedule	
Task 2e: Review Progress to date	06/30/2003	On schedule	
<u>Phase 3: Final Report</u>			
Phase 3, Final report: Task 3a: Final Inspections			
Task 3 a1: Select final random sample	07/01/2003	On schedule	
Task 3 a2: Final Inspections	09/30/2003	On schedule	
Task 3 a3: Collect forms and enter data	10/28/2003	On schedule	
Phase 3 Final Report: Task 3 b: Conduct statistical analysis	11/25/2003	On schedule	
Phase 3 Final Report: Task 3 c: Draft Final Report	On schedule, not scheduled to begin until 7/1/2003		
Task 3 c1: Produce first reader draft	12/17/2003	On schedule	
Task 3 c2: Produce second reader draft	12/29/2003	On schedule	
Task 3 c3: Design and approve final report	01/19/2004	On schedule	
Phase 3 Final Report: Task 4:	01/20/2004	On schedule	

Conduct lessons learned meeting for all parties			
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III. Status of Project Completion

Although the compliance assistance phase (Phase 2) is currently behind schedule, the overall project completion date is still on schedule to be met. The decision has already been made that the compliance assistance phase will still end as of the scheduled date and will last whatever time frame is allowed upon completion of the materials. The expected completion date remains 01/20/2004, as anticipated and reported in the initial Grant chart (see attachment A).

IV. Results:

Phase 1 is completed. Phase 2 is still under development. Phase 3 is not scheduled to begin until 07/01/2003.